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# CONSTITUTION

AND

## BY-LAWS

OF THE

# CRISPUS ATTUCKS RELIEF ASSOCIATION

OF

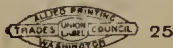
## WASHINGTON, D. C.



ORGANIZED SEPTEMBER 22, 1903.  
INCORPORATED OCTOBER 22, 1903.



WASHINGTON:  
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## PREAMBLE.

We, the subscribers, having taken into consideration the necessity of forming among ourselves an institution for the purpose of relieving the wants of each other in the time of sickness, and to assist in the burial of our members when they die, and for the furtherance of such benevolent views and ends as will tend to establish and maintain a friendly intercourse in our social relations in life; and being desirous that this organization be permanent, do adopt and subscribe to the following Constitution and By-Laws:



# CONSTITUTION.

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## ARTICLE I.

THIS organization shall be known and designated as the **Crispus Attucks Relief Association of the District of Columbia**, and shall continue in existence as long as nine members in good standing shall remain upon its rolls.

## ARTICLE II.

Section 1.—The officers of this Association shall consist of a President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer, Recording Secretary, Financial Secretary, Assistant Financial Secretary, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Chaplain, and a Board of Directors to consist of nine (9) members, elected by the Association; their term shall be for two years and they shall continue in office until their successors are elected and installed: *Provided*, however, that the terms of the persons first elected shall be as follows: four (4) for one year and five (5) for two (2) years to be determined by lot among the nine (9) members of the Board first elected.

Sec. 2.—No member of the Association shall be eligible to more than one (1) elective office at the same time.

Sec. 3.—A quorum shall consist of nine (9) members, who shall have power to transact any of the ordinary business of this Association not prohibited by the Constitution and By-Laws.

Sec. 4.—There shall be a Relief Committee of not less than twenty-five (25) members, who shall be appointed by the President, subject to the approval of the Association. It shall be the duty of all members

to serve on the Relief Committee when appointed, but no member shall be required to serve two (2) successive years.

### ARTICLE III.

Section 1.—All applicants, eligible for membership in this Association, shall be men of good moral character, of sound, mental, and physical health, from eighteen (18) to fifty (50) years of age inclusive, and shall agree to conform to all the requirements of this Constitution and the By-Laws.

Sec. 2.—Every applicant for membership shall make his application in writing, in which he shall state his approval of the Constitution and By-Laws of this Association, give his name, age and residence and have appended to his application the signatures of two (2) members in good standing. A certificate from any physician designated by the Association shall accompany the application, in which he shall certify that the applicant has no permanent mental or physical disability.

Sec. 3.—The initiation fee shall be five dollars (\$5), of which the sum of two dollars and fifty cents (\$2.50) shall accompany each application; should the applicant be elected to membership he shall pay an additional sum of two dollars and fifty cents (\$2.50) before qualifying as such member; should the applicant be rejected or fail to appear within two (2) months after his election to membership, the application, together with his money, shall be returned to him.

Sec. 4.—All applications shall be addressed to the President, who shall present the same at the first regular meeting of the Association, when it shall be referred to the Board of Directors, who shall investigate and make their report at the next regular meeting of the Association, when a vote shall be taken upon the report of the Board, and if favorable to the applicant, he shall be notified by the Secretary to appear at the next regular meeting of the Association to qualify, and if rejected he shall be notified of the fact.

## ARTICLE IV.

Section 1.—In the event of the sickness of a member of this Association, provided he be thereby disabled from attending to his ordinary business, he shall, upon the presentation of a certificate of the attending physician, be paid the sum of five dollars (\$5) per week for ten (10) weeks in each calendar year, if disabled so long; but any indebtedness of the said member shall be deducted from the first week's sick dues. If, however, the circumstances of the member be such as to justify additional relief, the Association, in its discretion, may determine the amount, if any. He shall be entitled to the first week's benefits seven days after notice has been received by a member of the Relief Committee, but no money shall be paid for less than one (1) week's sickness; nor for sickness caused by intemperance or other vicious habits. Should there be no physician in attendance on the sick member, the Relief Committee shall be the judge as to the degree of the member's disability. All requests for relief shall be made in writing to a member of the Relief Committee if he know the name and address of any such member, and if not, he shall send the notice direct to the President who shall forward the same to a member of the Relief Committee.

Sec. 2.—No member shall be entitled to sick dues unless he shall have been a member of the Association one (1) year.

Sec. 3.—Any member out of the District of Columbia, and being of good standing in the Association, shall receive the aboved-named benefits, provided that he shall notify the Financial Secretary of the Association in writing immediately when taken sick, and at the end of each week's sickness he shall send a physician's certificate, attested before a notary public certifying to the fact.

Sec. 4.—Should fraud be resorted to by a member or members for the purpose of obtaining sick or other benefits, the same shall be referred to the Board of Directors for investigation and report, and if, upon the evidence with reference to the same, guilt be established, he or they shall be expelled from the

Association and such member or members shall not thereafter be eligible to membership.

Sec. 5.—If the Relief Committee shall be unable to secure a satisfactory certificate from the physician in attendance upon any member of this Association, as to the cause of such illness, the member of the Relief Committee in attendance, shall advise with any physician designated by the Association and obtain from him a written certificate which shall state the actual cause of the illness of the member he may thus be called upon to examine. And if he refuse to be thus examined or if his illness is caused by intemperance or other vicious habits, said member so applying for relief shall not be entitled to nor receive the same, and the chairman of the Relief Committee shall make a detailed report of all the circumstances in the case at the first meeting of the Association thereafter.

## ARTICLE V.

Section 1.—On the death of a member of this Association, one hundred and fifty dollars (\$150) shall be paid to the person or persons designated by the deceased on a blank prepared for that purpose, as provided for in the By-Laws, or to the heirs or legal representatives of the deceased. Should any member be in arrears at the time of his demise, the amount of his indebtedness to the Association shall be deducted from said one hundred and fifty dollars (\$150) and the remainder paid to his designated beneficiary or legal representative.

Sec. 2.—In the event of the death of the wife of a member of this Association, he shall be entitled to the sum of twenty-five dollars (\$25), which sum shall be appropriated from the treasury of the Association, but the member applying for such relief shall furnish satisfactory evidence that the deceased was his lawful married wife. A member having a mother and no wife shall be entitled to the above-named amount, but under no circumstances will it be allowed but once; either in the case of a member's wife, or if he had no wife, then on the death of his mother. If two or more unmarried brothers are members of the Asso-

ciation, they shall elect by agreement in writing who shall receive the allowance; or if there be a father and son or sons, the father only shall receive the allowance.

## ARTICLE VI.

Section 1.—The monthly dues of this Association shall be twenty-five (25) cents, and an assessment of one dollar shall be levied on the death of a financial member; but if at any time there are sufficient funds in the treasury over one thousand dollars (\$1,000) to pay the beneficiary as provided in Section 1 of Article V. and the incidental expenses of the Association incurred by the death of a member, no member shall be assessed; but if there be not sufficient funds over the said one thousand dollars (\$1,000) to pay off the entire indebtedness as declared in said Article and Section, all members shall be assessed one dollar (\$1) at the death of a financial member and twenty-five (25) cents at the death of a financial member's wife or mother.

Sec. 2.—Any member of this Association neglecting to pay his monthly dues, funeral tax, fines, or other indebtedness for three (3) months, the Financial Secretary shall notify said member in writing of his indebtedness. Should said member then fail to pay such indebtedness on or before the second regular meeting after the issue of said notice; he shall be suspended for the period of two (2) months; and a member thus suspended shall not be entitled to any benefits during such suspension. Upon a suspended member's failure to pay his entire indebtedness at or before the date of the expiration of the period of his two (2) months' suspension, he shall forfeit his membership by such failure and with it all claims upon the Association; and the President shall then order the Secretary to strike his name from the rolls.

Sec. 3.—It shall not be lawful for any member of this Association to create in its name, any debt or debts without being previously authorized by the Association.

Sec. 4.—All funds, property, and effects of this Association arising from payments of dues, sale of tickets or other sources shall be held and considered the property of the Association as a body, and any member having such property charged to him or in his possession or control who fails to account for the same within sixty days after being notified, shall have the equivalent value of said property added to his dues.

## ARTICLE VII.

Section 1.—On the first Monday in December of each year, all the officers of this Association, except as otherwise provided by Article II. shall be nominated and elected for the ensuing year, and they shall be installed in their respective offices at the January meeting following, at which time the Relief Committee shall be appointed and confirmed. The vote shall be taken by ballot for the election of officers unless otherwise ordered by a majority of the members present.

## ARTICLE VIII.

Section 1.—If any member or members of this Association be charged with committing any act or acts discreditable to himself or themselves or to the Association, or if any member or members be charged with divulging any of the proceedings of the Association to others than members, it shall be the duty of any of the members cognizant thereof to prefer charges against the member or members so offending to this Association. The said charges shall be referred to the Board of Directors for investigation by them. They shall make a report to the Association in writing of the facts and their recommendations; the Association shall then take such action as the circumstances may require. Any offense committed in a meeting of the Association may have immediate action thereon.

## ARTICLE IX.

Section 1.—This Association shall have a seal which shall be kept by the Financial Secretary, and

shall be used for all legal transactions of this Association.

## ARTICLE X.

Section 1.—Any member wishing to amend the Constitution shall present his proposed amendment in writing at a regular meeting of the Association, and a majority vote shall determine the necessity of the Secretary's sending out notices.

Sec. 2.—Any proposition to amend or revise this Constitution, expel a member, or dispose of any property or money belonging to this Association, except as provided for in this Constitution, shall require the affirmative vote of three-fourths of the members present at any regular meeting of this Association, provided each member has received twenty (20) days' notice from the Secretary of the proposed action. This Article shall not be so construed as to prevent the payment of the legitimate current expenses of this Association.





# BY-LAWS.

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## CHAPTER I.—*Duties of the President.*

The duties of the President shall be to preside at all meetings of the Association. He shall see that the Constitution and By-Laws are faithfully executed and decide all points of order subject to an appeal. He shall enforce all lawful fines and appoint all committees, unless otherwise ordered by the Association. He shall require from each applicant for membership an unqualified approval of the Constitution and By-Laws before admitting him to membership. He shall install all officers and countersign all orders on the Treasurer and sign checks on the bank, and for the faithful performance of his duties he shall be exempt from payment of monthly dues.

## CHAPTER II.—*Duties of the Vice-President.*

It shall be the duty of the First Vice-President to attend all meetings of the Association and to preside over the same in the absence of the President, and while occupying the chair he shall have all the power of the President. In the event of the death, resignation, absence from the city, or inability of the President to perform the duties of his office, the First Vice-President shall take charge of all the effects belonging to the office, and shall perform all the duties pertaining to the same until otherwise ordered by the Association.

In the absence of the President and First Vice-President, the Second Vice-President shall act; and in the absence of the Second Vice-President, the Third Vice-President shall act.

## CHAPTER III.—*Duties of the Treasurer.*

Section I.—It shall be the duty of the Treasurer to receive all moneys paid into the Association through

the Financial Secretary and give his receipt for the same, keep a cash and record book in which he shall make entry of all moneys received and expended; to deposit in the bank within thirty-six (36) hours after the receipt thereof, all moneys over the sum of fifty (\$50) dollars, which sum he shall hold in hand for sudden demands; he shall take a receipt for all moneys deposited and endorse all checks drawn on the bank. His books shall always be open for inspection by the President and by the Board of Directors; and he shall make to the Association a full report quarterly of the condition and disposition of its funds. For the faithful discharge of his duties he shall receive the sum of twelve (\$12) per annum.

In the event of the Treasurer's death, resignation, absence from the city, or inability to perform the duties of his office, the chairman of the Board of Directors shall take possession of all effects of the office and set them down in an inventory in the presence of the representative of the Bonding Company, hereinafter provided for, if it shall name a representative after due notice; he shall give his receipt for said effects and perform all the duties of the Treasurer until the next regular meeting, at which he shall make a full report of what he has done to the Association and it shall then take such action as the circumstances may require.

Sec. 2.—The Treasurer, before entering upon the execution of his office, shall give bond to the Association in the sum of five hundred dollars (\$500), with a Bonding Company as security, for the faithful discharge of his duties.

#### CHAPTER IV.—*Duties of the Recording Secretary.*

It shall be the duty of the Recording Secretary to keep accurate minutes of the proceedings of the Association in a book or in books to be kept for that purpose; to conduct all correspondence of the Association, unless otherwise ordered, and to retain copies of all letters sent by him. He shall keep a register in which the names of all persons admitted to membership shall be entered, the full name, age, occupation,

and residence, to be plainly written by each member, and shall further perform all duties that may devolve upon him as Secretary. He shall make a quarterly report to the Association in which he shall state the amount of appropriations, the number of names on the rolls, number dropped and the causes therefor, number added to the rolls, monthly receipts, and the condition of the Association for the quarter, and shall issue all special notices to members. For the faithful performance of his duties he shall be paid the sum of three dollars (\$3) per quarter.

#### CHAPTER V.—*Duties of the Financial Secretary.*

Section 1.—It shall be the duty of the Financial Secretary to receive all moneys paid into the Association and turn them over immediately to the Treasurer, first taking a receipt for the same. He shall keep a just and accurate account of all moneys received and paid over to him in a book kept for that purpose. He shall furnish the Recording Secretary at each meeting with a statement of the amount of money received by him. He shall draw all orders on the Treasurer and attach the seal of the Association to all bank checks.

Sec. 2.—He shall not receive dues or assessments, nor shall he give credit for the same on his books except during the meetings of the Association, and any violation of this Section subjects the Financial Secretary to a fine.

Sec. 3.—He shall make a report quarterly in which he shall state the monthly receipts, number of deaths, if any, and the financial condition of the Association. For the faithful performance of his duties he shall be paid the sum of five dollars (\$5) per quarter.

#### CHAPTER VI.—*Duties of the Assistant Financial Secretary.*

The Assistant Financial Secretary shall faithfully perform the duties of the Financial Secretary in his absence; assist him at the desk during the meetings of the Association in the collection of dues and to per-

form such other services as the Association may impose upon him. For the faithful performance of such duties he shall receive a compensation of three (\$3) per quarter.

CHAPTER VII.—*Duties of the Board of Directors.*

Section 1.—The Board of Directors shall have the general control and management of the affairs of the Association. They shall keep a book in which to record all of their proceedings; they shall hold a meeting on the third Wednesday of each month for the transaction of business; and they shall keep a strict account of the finances of the Association; and they shall procure a place for the meetings of the Association and see that the same is heated and lighted in time for the meeting; they shall make an annual report at the January meeting of each year, which shall contain a detailed statement of the transactions of the Association during the year previous; they shall make a report in writing on all matters that may be referred them, and shall make their report at the next regular meeting; they shall have power to examine the records of the Association and summon members of the Association as witnesses.

Sec. 2.—It shall be the duty of the Board of Directors, and they are hereby directed to notify and cause every applicant for membership to personally appear before them at the meeting of the Board at which his application is considered, and the said Board of Directors is empowered to interrogate the said applicant for membership with such questions as they—the Board—may adopt, said questions to conform to the Constitution and By-Laws and be germane to the interests of the Association.

CHAPTER VIII.—*Duties of the Relief Committees.*

Section 1.—It shall be the duty of the Chairman of of the Relief Committee to organize his committee immediately after its appointment, and they shall keep a record of the relief afforded each sick or disabled member.

Sec. 2.—It shall be the duty of the members of the Relief Committee to visit a sick member within

twenty-four (24) hours after they have been notified in writing and ascertain the cause and nature of such sickness. Should the sick member be entitled to sick benefits, it shall be their duty to convey to him weekly benefits, taking his receipt therefor and transmitting the same to the Chairman of the Relief Committee, and if he should require anyone to sit up with him; the President shall cause the Secretary to notify in writing a member or members, as the case may require, to sit up with such sick member, and each member shall be required to perform such service in the order in which his name shall appear on the roll. The Chairman shall make a report in writing to the Association quarterly, in which he shall state the number of members that have been visited during the quarter, and what relief has been afforded them.

Sec. 3.—For making examination and reporting the same in writing, the physicians designated by the Association, shall receive the sum of one and one-half dollars (\$1.50) in each respective case.

#### CHAPTER.—*Sergeant-at-Arms.*

Section I.—It shall be the duty of the Sergeant-at-Arms to attend all meetings of the Association and to preserve order therein, to report any violations of order to the chair, and to arrange and conduct the Association whenever its members turn out in a body and he is exempt from all dues.

Sec. 2.—*Assistant Sergeant-at-Arms:* In the absence of the Sergeant-at-Arms, it shall be the duty of the Assistant Sergeant-at-Arms to perform the duties prescribed in the foregoing section and when so acting shall be relieved from payment of his monthly dues instead of the Sergeant-at-Arms.

#### CHAPTER X.—*Duties of the Chaplain.*

The Chaplain shall attend all meetings of the Association, open and close the same with prayer and perform such other duties pertaining to his office as may be required.

## CHAPTER XI.

Section 1.—The monthly meetings of the Association shall be held the first Monday of each month. The meetings shall be called to order at eight (8) o'clock p. m. Special meetings may be called by the President whenever in his judgment the interest of the Association demands it, or at the written request of nine (9) members, it shall be his duty to call a meeting.

Sec. 2—A memorial service shall be held at the February meeting each year, at which time tributes may be paid to those of our deceased members who may have died during the year. The Board of Directors shall arrange for the execution of this order.

Sec. 3.—The President shall have power to use newspaper notices whenever he may consider it necessary; the expense of the same shall be paid out of the funds of the Association.

CHAPTER XII.—*The Attendance at Funerals.*

The Association may be represented at a funeral of a deceased member by a delegation of eight (8) members who shall be appointed by the President, and carriages shall be provided for their use at the expense of the Association.

## CHAPTER XIII.

It shall be the duty of all officers and members who may have in their possession or custody any property or other effects belonging to the Association, to turn the same over to their successors in office at the time of their installation, unless otherwise ordered by the Association.

CHAPTER XIV.—*Order of Business.*

At the regular meetings of the Association the following order will be observed, viz:

1st.—The President shall call the meeting to order and have the same opened with prayer.

- 2d.—Reading of the Minutes of the last meeting.  
 3d.—Reports of the Secretaries, Treasurer, Relief Committee, Board of Directors, and Special Committees.  
 4th.—Reception of new members.  
 5th.—Installation of Officers.  
 6th.—Unfinished business.  
 7th.—New business.  
 8th.—The Secretary shall call the roll and note the absentees.  
 9th.—Election of Officers.

#### CHAPTER XV.—*Rules of Order.*

Motions and the order of their precedence:

- 1.—Adjourn not debatable.
- 2.—Lay on the table, “ “
- 3.—Previous question, “ “
- 4.—Postpone to a certain day.
- 5.—To commit.
- 6.—To amend.
- 7.—To postpone indefinitely.

When a motion has been made and carried or lost, it shall be in order for any member voting on the prevailing side at the same or a succeeding meeting to move for the reconsideration thereof, and it shall have precedence over all other motions, except the motion to adjourn.

Every member who is in the meeting at the time a question is stated by the President, shall vote yea or nay, unless a question is pending in which he is personally interested, when he shall not be allowed to vote.

Members wishing to speak shall rise and address the chair and confine their remarks to the subject under consideration.

No member shall speak more than once on the same subject, nor longer than five (5) minutes, except by unanimous consent.

During the meeting of the Association the conduct of members shall be orderly and quiet. Private conversations (so as to be heard by others than the participants), profane words, the blasphemous use of the

name of God, and the wearing of hats or caps and smoking are strictly prohibited.

No member shall leave the room without being excused by the President of the Association.

## CHAPTER XVI.

1. In order that punctuality and good government may be promoted in the Association, the following fines shall be levied upon officers and members when subject to them, and any officer or member who refuses to pay a fine may be suspended from all benefits of the Association for one, two or three months as the Association may determine, after which he may be re-instated by paying all dues for the time during which he was under suspension.

2. Any member attending a meeting of the Association under the influence of liquor shall be subject to a fine of one dollar (\$1) and shall not remain in the meeting. For the second offense he shall be subject to suspension or expulsion, as the Association may determine.

3. Secretary failing to have his books at the meeting in time for business, one dollar (\$1).

4. Relief Committee and Directors for neglect of duty, each member one dollar (\$1).

5. Sergeant-at-Arms for neglect of duty twenty-five cents (25).

6. Members not coming to order when called, for each offense fifteen cents (15).

7. Officers or members neglecting to sit up with the sick, one dollar (\$1).

8. Officers or members failing to attend any meeting of the Association after being notified in writing by the Secretary, twenty-five cents (25).

9. The following circumstances shall excuse officers and members from attendance at meetings or sitting up with the sick:

(a) Sickness of the member or any of his family who are under his care; (b), confinement to business, or (c), absence from city.



CHAPTER XIX.—*Blank form for Designating Beneficiary.*

Washington, D. C., \_\_\_\_\_, 190 .

I, \_\_\_\_\_ herewith and hereby direct that \_\_\_\_\_ benefits due me after my demise shall be paid to \_\_\_\_\_

(State relationship.)

Signed \_\_\_\_\_

We certify that the signature to the above certificate was made and signed in our presence.

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

CHAPTER XIX.—*Blank form of Application for Membership.*

All applications for membership should be in the following form:

Washington, D. C., \_\_\_\_\_, 190 .

*To the President of the Crispus Attucks Relief Association:*

SIR:

Having read the Constitution and By-Laws of Crispus Attucks Relief Association, I do hereby make application for membership in the same, and should I be admitted to membership, I will at all times be governed by the Constitution and By-Laws, which I approve.

My age is \_\_\_\_\_ years.

My residence is at No. \_\_\_\_\_ Street, (N. W. or S. E. as the case may be).

Enclosed please find the sum of \$ \_\_\_\_\_, which I understand to be one-half of the admission fee, also a certificate signed by Dr. \_\_\_\_\_, certifying that I am of sound health and mind.

I am, sir, your obedient servant,

\_\_\_\_\_

We, the undersigned, believe Mr. -----  
to be a fit and proper person to be received as a  
member of the Crispus Attucks Relief Association.

Names of endorsers:

-----  
-----  
*Members of the C. A. R. A.*

☞ The medical examination must be made by one  
of the Association's physicians.

CHAPTER XX.—*Amendment of the By-Laws.*

These By-Laws may be amended or suspended by  
a two-thirds vote of the members present at any regu-  
lar meeting of the Association.

Revised and compiled by the Board of Directors as  
ordered by the Association, October 5, 1903.









